

MINUTES
POLICE AND FIRE COMMISSION
SPECIAL MEETING
Tuesday, June 23, 2015
City Hall, Room 310
2:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Barbara Dorff and Nancy Schopf

EXCUSED: Commissioner Jim Coates

OTHERS PRESENT: Police Chief Tom Molitor, HR Operations Manager Melanie Falk, Police Lieutenant Andy Opperman and HR Generalist Jen Smits

The meeting was called to order by President Rod Goldhahn. Roll call was taken. Comm. Nelson had not yet arrived.

1. Discussion of Police Chief Recruitment and hiring process.

HR Operations Manager Melanie Falk explained that at the June 4, 2015 Police and Fire Commission meeting, it was requested that Human Resources bring forward a proposed selection process and timeline for the anticipated Police Chief vacancy. Ms. Falk had provided the Commissioners with a memo on the recommendation and walked through the memo. Ms. Falk explained that Human Resources is recommending the position be advertised for 6-8 weeks. This timeframe is recommended based upon the advertising deadline and publication dates of various statewide and national advertising sources and to give candidates enough time to apply after they see the advertisements. Human resources will draft an ad as well as a recruitment brochure for the Commission to review. Following the Commission's review, Human Resources would like to begin advertising the first week of July. The candidates will apply using the City's online application program, NeoGov. As part of the application process, the Commission may request that candidates respond to a supplemental question as an additional screening tool.

Advertising will encompass various statewide and national publications and websites. Ms. Falk stated that an attachment was provided with the memo that lists the recommended advertising sources. Comm. Goldhahn asked if there were any new sources that hadn't been used in the previous recruitment. Ms. Falk explained that these are the same sources that were used for the 2012 Police Chief Recruitment. The majority of the sources are websites. There are also a couple of advertising sources that, if we advertise on their website, they will directly email the recruitment brochure to individuals that are registered with that organization. The total cost of these advertisements would be approximately \$2,000. In addition to these sources, Human Resources will directly recruit Police Chiefs or Assistant Police Chiefs from comparable sized communities. Human Resources will do an internet search to obtain the email addresses of the Police Chiefs and Asst. Police Chiefs in the other communities. A question was asked on how Human Resources would determine who to contact. Ms. Falk explained that we would target cities with populations greater than 50,000. The candidates would be emailed directly, and this could attract candidates who may not otherwise be looking for a new job.

Comm. Nelson arrived at 2:05 p.m.

Ms. Falk continued, stating that Human Resources is recommending that applications be screened after advertising for 6-8 weeks. The Commissioners will screen the applications using NeoGov. They will be given access to NeoGov and the Police Chief Recruitment. Written instructions and training on the program will be made available to Commissioners. Comm. Goldhahn commented

that the program worked very well last time explaining that the Commission was able to access all the candidates' information and insert their own notations. Ms. Falk further stated that this program can be accessed from home.

After the applications have been screened, a follow-up meeting will be held to determine the candidates to be interviewed and to set a date for the first-round interviews. Based on this timeline, it is projected that first round interviews will be conducted in mid to late September.

Candidates invited to interview should possess the minimum qualifications for the position. Ms. Falk stated that a job description was provided to the Commissioners with the memo which outlines the minimum education and experience. The minimum education required is a Bachelor's Degree in Criminal Justice or related field. A Master's Degree is preferred. The minimum experience required is seven years of progressively responsible supervisory and managerial experience including union labor relations experience. Candidates must be certified or certifiable as a law enforcement officer by the Wisconsin Law Enforcement Training Standards Board. Ms. Falk also pointed out several education requirements and certifications candidates may possess that are desired, but not required. Candidates must possess a valid driver's license and good driving record. She further stated that in accordance with Wisconsin Statutes, candidates must also be a United States citizen with no felony convictions. Ms. Falk commented that the minimum requirements have not changed since the previous Police Chief Recruitment.

Comm. Goldhahn recalled from the previous recruitment that there was a large pool of candidates following the screening of applications. The Police and Fire Commission conducted phone interviews to narrow the pool to a smaller group for the face to face interviews. Comm. Dorff asked how the Commission would feel about Skype interviews rather than phone interviews so that the Commission is able to see the candidates. Ms. Falk stated that the Human Resources Department has the capabilities to be able to conduct Skype interviews.

Ms. Falk commented that Human Resources would develop interview questions and help facilitate the interviews working closely with the Commission. Following the first round of interviews, the candidate's selected to proceed in the process will be scheduled for the final interview with the Commission and the Mayor. Based on this timeline, the final interviews are projected to take place mid to late October. Once the final candidate or candidates are selected, Human Resources would immediately begin the background investigation. A follow-up meeting would take place with the Commission to review the background investigation results, which includes a criminal check, credit check, reference checks and background checks. It is anticipated that an offer would be extended to the top candidate in November.

Comm. Dorff asked if the background investigation incorporates going to the candidate's place of employment. Ms. Falk explained that the City did that years ago, and it would depend on the location.

Comm. Dorff stated that she had a few ideas she would like to share. She explained that she doesn't want to lose the community initiatives that have been developed by Chief Molitor. One idea Comm. Dorff has is to look at Community Focus Groups and come up with a brief survey with open ended questions such as: What is one initiative we cannot lose when Chief Molitor leaves? If you could pose a question to the candidate for Police Chief, what would your question be? What should the new Police Chief focus on during his/her first year in Green Bay? If you are currently employed by the Green Bay Police Department, what could the new Police Chief do to make you more successful in your job? Comm. Dorff stressed that these questions are just ideas that she came up with, and the Commission could work as a group to come up with these questions. Comm. Dorff stated that this should be a pencil and paper survey rather than an online survey. Some of these groups that the Chief has been meeting with can provide input to help guide the Commission on some of the interview questions. Comm. Dorff understands that this may make the process a little

bit bigger. Chief Molitor stated that some of these community groups may find it very encouraging to be asked their opinion on questions for screening candidates.

Ms. Falk stated that about 15 years ago during a Fire Chief Recruitment, surveys were sent out to 25 community agencies including schools, churches and minority groups. Only 5 responses were sent back. Ms. Falk stated that she understands that we are in a different time and the Police Chief Recruitment may garner a larger response. Comm. Dorff stated that these surveys should be done in person rather than sending them out and hoping to get them back. Comm. Dorff asked if the Commissioners would be able to assist in these surveys. Comm. Goldhahn commented that the surveys can be sent out to a large number of community groups, and those groups we feel are critically important to reach out to can be contacted individually. Comm. Dorff stated that she would like to get input from current employees as well; however, it is important to be careful when writing the survey that questions aren't raising expectations that changes will be made based on the answers.

Comm. Dorff asked about the salary for the Police Chief and who determines the salary. Ms. Falk stated that the City Council determines the salary. Comm. Dorff asked if the City Council does research of other municipalities. Ms. Falk stated that she did not have the salary data with her; however, there is a salary range. Comm. Dorff stated that the Police Chief is a critical position to a community with Police Officers under fire across the county. Comm. Dorff shared that she is very passionate and would like to get the community on board and let them have a voice.

There were no other questions on the recommendation. Comm. Goldhahn stated that in order to implement some of the ideas that Comm. Dorff suggested the Human Resources department would need a list of groups that Chief Molitor is currently engaged in as well as an assessment of other groups in the community that the department can reach out to. Chief Molitor will provide a list of contacts to Ms. Falk. Comm. Goldhahn stated that the Commission can forward survey questions directly to Ms. Falk. Ms. Falk stated that these surveys can be done concurrently with the process without interfering with the timeline given to the Commission.

2. Patrol Officer Interviews. Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Schopf with a second by Comm. Dorff to go into closed session. Motion carried.

A motion was made by Comm. Schopf to return to open session with a second by Comm. Nelson. Motion carried. Out of closed session Comm. Goldhahn reported the Commission had conducted interviews with 9 additional Patrol Officer candidates.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Schopf, second by Comm. Nelson. Motion carried.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Lindsay Kiesow, Recording Secretary

APPROVED: _____
Rod Goldhahn, President